

**MEMORANDUM OF AGREEMENT BETWEEN
THE NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE AND
THE NEW YORK CITY DEPARTMENT OF EDUCATION**

Mobile Response Team (MRT)

THIS 2nd AMENDMENT AGREEMENT ("2nd Agreement") made by and between the New York City Department of Health and Mental Hygiene ("DOHMH"), having its principal office located at 42-09 28th Street, Long Island City, NY 11101 and the New York City Department of Education ("DOE"), having its principal office located at 52 Chambers Street, New York, New York 10007:

WHEREAS, DOHMH and DOE wish to amend the July 5, 2012, 1st amendment to the Agreement to change the participating schools and funding allocation;

NOW, THEREFORE, the Parties hereto agree as follows:

1. SCOPE OF SERVICES

- The MOU between the NYC Department of Health and Mental Hygiene and the New York City Department of Education dated January 18, 2012 has been amended to include the attached Annex A in place of the Annex A that was last updated on July 5, 2012.
- DOE is phasing out 19K302 and replacing it with 19K662, a co-located school. During the 2013-2014 school year, 19K302 will serve 7-8th graders and 19K662 will serve 6th graders. Thus, 19K302's allocation for FY14 has been reduced to 2/3 of its original amount (\$30,918) with the balance of \$15,459 reallocated to 19K662.
- 23K634 will not be participating in the program during the 2013-2014 school year. Its FY14 allocation has been reduced to \$5,500 to cover services provided during the July-August 2013 summer session and close-out activities conducted during the month of September 2013.
- For the 2013-14 school year, 23K634 is being replaced by 23K165, which is receiving the balance of 23K34's funds (\$40,877).
- The amended Annex A, which is attached hereto and made a part of this Agreement, reflects the above changes.

- 2. OTHER TERMS** – All other terms and conditions of the 1st Amended Agreement, executed on July 5, 2012, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereby execute this Agreement on the date set opposite their respective signatures.

NEW YORK CITY DEPARTMENT OF HEALTH
AND MENTAL HYGIENE

DATE:

12/30/13

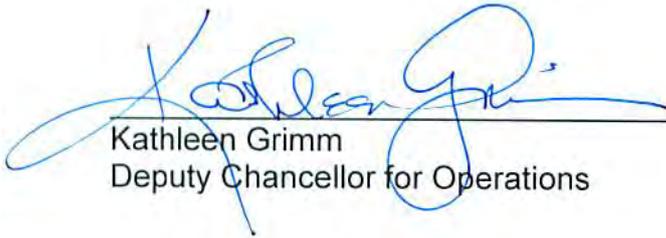


Patsy Yang, DrPH
Executive Deputy Commissioner
& Chief Operating Officer

NEW YORK CITY DEPARTMENT OF
EDUCATION

DATE:

2/14/14



Kathleen Grimm
Deputy Chancellor for Operations

ANNEX A

SCOPE OF SERVICE

Mobile Response Team (MRT)

Contract Term: December 26, 2011 – June 30, 2014

Overview

Mental health problems affect children's school attendance, behavior, academic performance, and graduation rates. Though a significant proportion of adolescents (approximately 13-20%) are affected by these challenges, less than 1 out of 5 of those who need specialist mental health services get them.

New York City public schools are confronted with these challenges on a daily basis, yet the vast majority lack enhanced mental health resources, such as on-site mental health services. Thus, there is a need to build schools' capacity to respond to mental health problems through staff training, linkages to community-based resources, and prevention activities. In the event of a crisis, there is also a need to offer schools direct, clinical intervention.

Through this Agreement, DOHMH and DOE will implement Mobile Response Teams to address these needs in two clusters of high need middle schools, in Brooklyn.

Program Description

The objectives of the program are to:

- Enhance the capacity of middle school staff to identify and refer students with mental health problems
- Increase the number of students receiving needed community-based, mental health and other support services
- De-escalate mental health-related crises
- Reduce inappropriate 911 calls and emergency room presentations related to behavioral health
- Increase school attendance
- Decrease the number of referrals to special education due to behavioral problems

Each mobile response team (MRT) will serve a cluster of 5 middle schools to meet the mental health needs of their students. In collaboration with designated school staff referrals, MRT will conduct assessments and recommend treatment for mental health and social services as needed. The team will spend one day a week in each school. Regardless of what school it's situated in on a given day, the team would be immediately available to assist with crises in any school in the cluster, whether by phone or in person, as clinically appropriate. The team will also offer training and consultations to parents and school staff, and will conduct school-wide assessments to cater their interventions to the needs of each participating school. If needed, treatment for students would be provided at the team's community location.

DOE Responsibilities

The DOE is responsible for:

- Implementing the MRT procurement process
- Ensuring adequate logistical support including but not limited to access to office space, copy machine and phone.
- Ensuring the submission of school reports (as per reporting section below)
- Authorizing vendor payment, based on verification of vendors' monthly invoices
- Payment to vendors
- Submitting quarterly invoices and reports to DOHMH

- Submitting a Consolidated Fiscal Report (CFR) to DOHMH. The CFR is required for all programs funded by the State Office of Mental Health to report on actual program spending from July through June of the reporting year. CFRs are currently due November 1 after the reporting year.

Vendor Responsibilities

The team’s main activities would include:

- Assessing mental health service needs of the school and developing an implementation plan that is responsive to identified needs (Required: one needs assessment and one implementation plan for each school annually)
- Increasing the school’s awareness and knowledge of community- based mental health and social services
- Helping schools to develop a comprehensive, mental health service intervention protocol (Required: One mental health service intervention protocol for each school annually)
- Training teachers and other school personnel to identify mental health problems and make appropriate referrals to the mobile response team.
- Consulting to the Pupil Personnel Teams and School-Based Support Teams on how to effectively manage the behavioral problems and/or mental health needs of individual students
- Conducting psychosocial assessments to evaluate students’ need for mental health and other services.
- Referring students in need of treatment to their community-based clinic and/or other social services.
- Preventing and responding to mental health-related crises.

Staffing Pattern

Each team would consist of:

- 1 FTE Masters Level Social Work Supervisor or Psychologist
- 1 FTE Social Worker
- 1 FTE Family Advocate

Annual Cost

\$231,885 per team

Vendor Selection

Vendors will be selected from a pool of existing Pre-Qualified Solicitation contracts the DOE holds with vendors to supply School-Based Mental Health and Behavioral Services Supplemental to Clinical Services. The Multiple Task Award Contract (MTAC) system will be used to make vendor selections for each of the school clusters. School representatives will participate in the evaluation of vendor proposals.

Reporting Requirements

Reports will be required of both the vendors and the participating schools to demonstrate process and outcome indicators of program accomplishments. Reports should be submitted to the Office of School Health using forms jointly developed by DOHMH and DOE.

At a minimum, vendor reports will describe the number and nature of the following services provided to each school on a monthly basis:

- **Consultation and classroom observation**
 - Needs Assessment and Implementation Plan (Required: one per school, annually)
 - Teacher consultation and classroom observations
 - Consultation to the Parent Coordinator
- **Crisis interventions**
 - Crises responded to
 - Service intervention protocols developed (Required: one per school, annually)

- **Teacher and Parent Trainings**
- **PPT Meetings and Other Activities**
- **Case Management (Non-Crisis)**
 - Psychosocial assessments conducted and outcome
 - Referrals to community based services
 - Outreach to engage families in school and community services

At a minimum, schools will report the following data, at the frequency indicated below:

- Number of crisis interventions by school staff (tracked monthly, submitted on a quarterly basis)
- Number of 911 calls/ER referrals (tracked monthly, submitted on a quarterly basis)
- School attendance rates (FY11 data by January 2012, and semi-annual FY12 data by 2/2012 and 6/2012)
- Number of referrals to special education for behavioral problems(FY11 data by January 2012, and Semi-annual FY12 data by 2/2012 and 6/2012)
- Transfers and/or dropouts, disciplinary actions, infractions, and suspensions (FY11 data by January 2012, and Semi-annual FY12 data by 2/2012 and 6/2012)
- School satisfaction with services delivered by the MRT (annual survey)

Payment to Vendors

The DOE will be responsible for paying all invoices submitted by contracted vendors for services provided during the term of this Agreement, from December 26, 2011 to June 30, 2014. All invoices must be confirmed/signed-off by schools to verify that: a) invoices accurately reflect services rendered, and b) that services were delivered consistently with the school Purchase Order. DOE may withhold payment to providers who have not satisfied service delivery or reporting requirements. DOHMH will reimburse the DOE for all confirmed, quarterly invoices that include complete reports by providers and schools.

Reimbursement of Funds – DOHMH:

DOHMH will establish an initial intra-city budget in the City's Financial Management System (FMS) for \$1,391,310 to support the annual costs incurred related to MRT services provided during the term of this Agreement. From this intra – city budget, the DOHMH will issue funds based on quarterly invoices totaling up to \$463,770 per fiscal year. Total amount of quarterly invoices is subject to change based on actual costs incurred. By the 15th day after each fiscal year quarter, expenditure reports will be generated to report actual costs incurred by DOE and submitted to DOHMH. After all prior vendor – submitted invoices have been paid, by August 15, 2014, DOE will provide DOHMH a final invoice to reconcile any outstanding costs. If the total payments of \$463,770 remitted to DOE are in excess of the final total cost, DOE will remit to DOHMH the overpayment. Payments will be submitted based on the following schedule:

FY Quarters	Invoice timeframe	Invoice Due
1	July - September	October 15
2	October – December	January 15
3	January - March	April 15
4	April – June	July 15

Any discrepancies that occur, at no fault of the vendor, will be addressed in a collaborative effort, by both agencies. Financial responsibility for these discrepancies will be reviewed.

Timeline

The Mobile Response Team is scheduled to launch as a pilot in January 2012 through June 2013.

Timeline	Task
October 2011	Vendors selected
January 2012	Launch MRTs
February 2012	Vendors submit needs assessments and implementation plans for each school
May - June 2012	DOHMH and DOE conduct informal, assessment of program
June 2012	Schools complete satisfaction surveys
July – August 2012	MRT commences summer services
September 2012	MRT commences 2012-13 services
December 2012	DOHMH will consult with DOE to determine plans to renew
June 2013	MRT end of services for the 2012-13 school year

MRT SCHOOLS & Contacts				PS-Salary Support Amount
DBN	School/ Campus	Address	PRINCIPAL	(Annual School Year)
Cluster 1				
19K338	School of Integrated Academics and Performing Arts at the George Gershwin Campus	800 Van Siclen Ave Brooklyn, NY 11207	Michael Spencer Edwards	\$ 46,377
19K174	P.S. 174 Dumont	574 Dumont Ave Brooklyn, NY 11207	Ingrid Mason	\$ 46,377
19K202	P.S. 202 Ernest S. Jenkyns	982 Hegeman Ave Brooklyn, NY 11208	Pauline Smith-Gayle	\$ 46,377
19K306	P.S. 306 Ethan Allen	970 Vermont St Brooklyn, NY 11207	Lawrence Burroughs	\$ 46,377
23K184	P.S. 184 Newport	273 Newport St Brooklyn, NY 11212	Lamson Lam	\$ 46,377
Cluster 2				
19K302*	J.H.S 302 Rafael Cordero Y Molina	350 Linwood Street Brooklyn 11208	Wilfredo Irizarry	\$30,918
19K662*	Liberty Avenue Middle School	350 Linwood Street Brooklyn 11208	Kaia Nordtvedt	\$15,459
17K484	Ronald Edmonds Learning Center II	430 Howard Ave Brooklyn, NY 11233	Herbert Daughtry	\$ 46,377
17K334	Middle School for Academic and Social Excellence	1224 Park Place Brooklyn, NY 11213	Andrea Whitehurst	\$ 46,377
19K218	J.H.S. 218 James P. Sinnott	370 Fountain Ave Brooklyn, NY 11208	Valena Welch Woodley	\$ 46,377
23K634 ⁺	General D. Chappie James Middle School of Science	76 Riverdale Ave Brooklyn, NY 11212	Willis Perry	\$ 5,500
23K165 ⁺	Ida Posner School	76 Lott Ave, Brooklyn, NY 11212	Fran Ellers	\$40,877

Note: Funds will be pro-rated if services are offered for less than a full fiscal year.

***For the 2013-14 school year, 19K302 will offer only 7-8th grade and 19K662, a newly co-located school, will serve 6th grade. Thus 2/3 of the funding has been allocated to 19K302 and 1/3 to 19K662, proportionate to the number of grades they are serving**

+23K634 will not be participating in the program during the 2013-14 school year. The \$5,500 allocation covers services provided to them during the July-August 2013 summer session and during the month of September 2013 to close out any remaining cases. For the 2013-14 school year, they are being replaced by 23K165, which is receiving the balance of the funds (\$40,877).